



2003 Application

ENERGY STAR® for Small Business and Congregations Awards

You have worked hard to make your facility more energy efficient, and ENERGY STAR wants to honor organizations, like yours, that have made outstanding efforts to improving energy performance. Your story can help other small businesses and congregations save money, prevent pollution, and exemplify environmental stewardship in their communities. By chronicling your efforts, we can highlight your organization via our Web site, marketing materials, Awards Program, and more.

To have your organization considered for an award:

- ★ Complete this application and mail or fax a hard copy and any additional documentation, including a utility-provided energy and cost summary of your bills, to the following address or fax number. You are also encouraged to submit a photo of yourself and your business for use in marketing and publicity materials, if you are selected as a winner.

ENERGY STAR Small Business and Congregation Awards
1200 Pennsylvania Avenue, NW 6202J
Washington, DC 20460

Fax: (301) 977-8474

DEADLINE for applications is Earth Day (April 22, 2003).

ANY QUESTIONS? Call 1-888-STAR YES (1-888-782-7937)

Evaluation Criteria

ENERGY STAR Awards Applications will be evaluated based on the following criteria:

- ★ **Completeness and legibility:** All applications must be complete, including relevant data on fuel type and savings outlined in Section 2. Handwritten applications are acceptable, but must be legible.
- ★ **Accuracy:** The reliability of the data presented will be considered in the evaluation of all applications. All information on applications is subject to verification.
- ★ **Innovation and comprehensiveness:** The use of innovative energy-efficiency technologies and strategies, comprehensive upgrades involving multiple systems, and ENERGY STAR resources and labeled products will be considered in the evaluation of all applications.

Section I: General Information

***Indicates required field.**

Name:*	Title:*	
Organization Name:*	Phone:*	Fax:*
Street Address:*		
City:*	State:*	Zip:*
E-mail:	Website:	
Square Footage:*	<input type="checkbox"/> Own <input type="checkbox"/> Rent	
Number of Employees:*		

Organization Type:*

<input type="checkbox"/> Education	<input type="checkbox"/> Lodging	<input type="checkbox"/> Public Order/Safety
<input type="checkbox"/> Food Sales	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Religious Worship
<input type="checkbox"/> Food Service	<input type="checkbox"/> Mercantile/Service	<input type="checkbox"/> Warehouse/Storage
<input type="checkbox"/> Health Care	<input type="checkbox"/> Office	<input type="checkbox"/> Other (Please define)
<input type="checkbox"/> Home-Based Business	<input type="checkbox"/> Public Assembly	<input type="text"/>

Organization Description:* Please describe your business and operations, including:

- | | |
|--------------------------|-----------------------|
| • Organization Offerings | • Operating Hours |
| • Clientele | • Number of Locations |

How did you hear about ENERGY STAR for Small Business and Congregations?*

(Website, mail, conference, affiliated organization, contractor, etc.):

Are you a member of a chamber of commerce, minority business organization, or other association?
Are you a participant in the SBA 8(a) program?

Section 2: Quantitative Energy and Cost Savings

All fuels (electricity, gas, oil, etc.) affected by an energy-efficiency upgrade in an **existing** building are required to be quantified in Table A. You are required to submit a utility-provided energy and cost summary for the 12 months of bills before the upgrades were done, and a summary of the 12 months immediately following the completion of your upgrades. Obtaining a summary of your utility bills is as easy as calling your local utility company and requesting one, typically free of charge.

If your organization occupies a **newly constructed** building, ignore Table A and proceed to Section 3. In addition, you are required to submit a utility-provided energy and cost summary for the most recent 12 months of bills from the time your organization became operational in the new space. Your local utility company will provide you a summary of your utility bills at your request.

Table A: Existing Building Data

Fuel	Energy Savings	Units	Cost Savings
Electricity		KWh	\$
Gas		<input type="text"/> Therms or <input type="text"/> CCF	\$
Oil		Gallons	\$
Propane		Pounds	\$
Steam		Pounds	\$
Other <input type="text"/>		Units <input type="text"/>	\$

If your organization is subject to other energy charges, such as demand or power factor correction charges, please indicate and quantify below. If you have any questions, or require assistance answering this question, please call the ENERGY STAR Hotline at 1-888-STAR-YES (1-888-782-7937). (If you need more space, you may continue on a separate document.)

Section 3: Energy-Efficiency Upgrade Efforts

Please provide a description for those technologies and areas outlined below that apply to your facility's upgrade(s). You may continue on a separate document, or provide supporting records, such as press releases and equipment specifications for upgrades.

Energy-Efficiency Upgrades: Please describe any changes you made to the following areas. Note whether any upgrades involved ENERGY STAR Labeled Products, resources, or tools.

Lighting: Describe any upgrades to lamps, fixtures, controls, design, or usage patterns.

Some example upgrades include:

- Compact Fluorescent Lamps (CFLs)
- T-5 or T-8 Fluorescent Lamps/Electronic Ballasts
- Metal Halide or High-Pressure Sodium Lighting
- Occupancy Sensors
- Dimming Systems
- Daylighting
- Light-Emitting Diode (LED) Exit Signs

Building Shell and Insulation: Describe any upgrades to building shell, insulation, or sealing.

Some example upgrades include:

- Increasing R-Value of Ceiling/Wall Cavity Insulation
- Installing New Double-Paned Low-E Windows
- Sealing Building Gaps with Caulking, Etc.
- Insulating Water Heater and Pipes

Heating, Ventilating, and Air-Conditioning (HVAC) Systems: Describe any upgrades to HVAC systems and controls. Some example upgrades include:

- Programmable Thermostats
- High-Efficiency Heating or Cooling Units (Boiler, Furnace, Heat Pump, Air Conditioner, Etc.)
- HVAC Units with Variable Speed Drives, Compressors, Controls, Etc.
- Scheduled Maintenance Programs/Service Contracts

Educational or Operational Changes: Describe any educational programs or training sessions that your organization has applied to educate staff about new energy-efficiency technologies, systems, or practices in your facility. Also, include any operational changes that have been implemented.

Other Building, Sector-Specific, or Innovative Upgrades: Describe any energy-efficiency measures that you have implemented in your facility that are not outlined in the sections above. Some example upgrades include:

- Photovoltaic Solar Panels
- Shading with Plants/Vines/Trees
- Solar Water Heating
- Building Automation/Energy Management Systems
- “Cool” Roofing
- High-Efficiency Food Preparation Equipment
- Passive Solar Design
- Manufacturing Process Changes

Organization Benefits: Describe how your organization has benefited from the upgrades, beyond energy savings. For example:

- Increased Sales
- Increased Comfort
- Increased Productivity
- Community Recognition

Lessons Learned: Describe any obstacles you overcame to complete your upgrade(s), such as financing or regulatory barriers. In addition, please explain any lessons learned that you would like to convey to other small businesses or congregations implementing energy-efficiency programs.

Note: ENERGY STAR reserves the right to contact all award applicants, or to decline applications for any reason. ENERGY STAR may use any/all information contained in this application. Following submission, award applications will not be returned to the applicant.